

THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING

Annual General Meeting - Wednesday 25th June 2025 – 3.00pm

Proxy Form

Name of Voting Member: _____

Address _____

Before completing this form, please read the explanatory notes below.

I being a Voting member of the Institute appoint the Chairman of the meeting or (see note 3)

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as my proxy to attend, speak and vote on my behalf at the Annual General Meeting of the Institute to be held on 25th June 2025 at 3:00pm and at any adjournment of the meeting.

I direct my proxy to vote on the following resolutions as I have indicated by marking the appropriate box with an 'X'. If no indication is given, my proxy will vote or abstain from voting at their discretion and I authorise my proxy to vote (or abstain from voting) as they think fit in relation to any other matter which is properly put before the meeting.

RESOLUTIONS	For	Against
Ordinary resolution 2. To approve the minutes of 2024 AGM		
Ordinary resolution 3. To receive and adopt the Report of the Board of Trustees for the period ending 31st December 2024		
Ordinary resolution 5. To receive and adopt the Accounts for the period ending 31st December 2024 and the Auditor's Report		
Ordinary resolution 6. To appoint the Auditors and to authorise the Board of Trustees to fix their remuneration		
Special resolution 7. To adopt new Bye-Laws to take effect from 26th June 2025 or if later upon receipt of the approval of the Privy Council		

Signature:

Date:

Notes to the proxy form:

1. As a Voting member (Fellows, Members and Associates) of the Institute you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Institute. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy must be a Voting member of the Company and must attend the meeting to represent you. To appoint as your proxy a person other than the Chairman of the meeting, insert their full name in the box above. If you sign and return this proxy form with no name inserted in the box, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions.
4. To direct your proxy how to vote on the resolutions mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy will vote (or abstain from voting) as they think fit in relation to any other matter which is put before the meeting.
5. To appoint a proxy using this form, the form must be:
 - completed and signed;
 - sent or delivered to the Institute for the attention of The Hon Company Secretary, CIPHE, Saxon House, 27 Duke Street, Chelmsford, Essex CM1 1HT, or
 - emailed to elizabethl@ciphe.org.uk
 - so as to be received no later than 3:00pm on Monday 23rd June 2025.
6. Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.
7. If you submit more than one valid proxy appointment, the appointment received last before the latest time for the receipt of proxies will take precedence.